

## Module 4

### Staffing Using the DCPDS

#### Module Overview

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**Introduction**      This module contains procedures related to recruitment and staffing.

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## Module Overview, Continued

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## Module Overview, Continued

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### Before You Begin

- There are two ways to process staffing actions.
  1. From your **Workflow Inbox**. You respond to a Request for Personnel Action (RPA) initiated and forwarded by a manager or supervisor, or one you saved to your Workflow Inbox.
  2. From the **Navigation List**. If you have been given the responsibility, you may initiate an action by accessing an RPA from the **Navigation List**.
- Once an RPA is saved, it must be routed to another person or to your Civilian Inbox.
- If you initiate an RPA and decide not to use it, you can delete it from your Civilian Inbox by using the **Clear Record** button on the Toolbar.
- When you save an RPA the first time, a Request Number displays in Part A, Block 2 of the RPA. The first five characters depict the year/month the action is initiated, the next nine are for component use, and the remaining six are a system generated sequence number. It is assigned to the Requisition, as well as, the related vacancy announcement in **RESUMIX**.
- Recruit/Fill is not a Nature of Action (NOA); it is a placeholder until the personnelist/staffer determines how the fill action will occur; e.g., appointment, promotion, reassignment, etc.
- NOAs are separated into Job Families on the **Navigation List**. For example, a Promotion, and QSI are located in the **Salary Change** menu. NTEs are located in the **Extension of NTE** menu. See the list of NOA Families in this module.
- The RPA can be printed from the inbox of the initiator or anyone to whom it has been routed. RPAs may also be printed in the **Reports** menu.
- You can view previous or subsequent RPAs on the **Notifications Summary Window** of the Workflow Inbox. Place the cursor in the Subject Column, and scroll up or down using the Up and Down Arrow Keys.
- Completed RPAs do not normally display in the Workflow Inbox. A separate folder can be set up for these actions using the Folder Tools Palette.
- RPA has electronic signature capability.
- The **Refresh** Button on the RPA pulls in the current person/position information to the RPA.

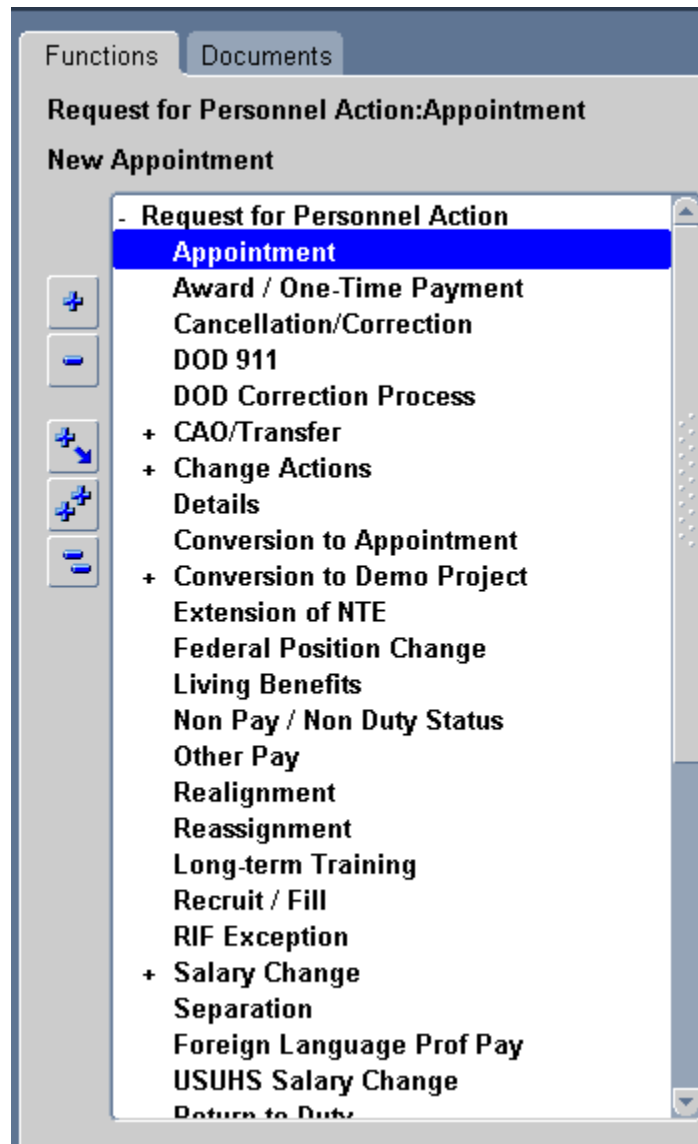
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## Module Overview, Continued

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### Navigation List




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## Module Overview, Continued

### Menu Options on the Navigation List

The menu options on the **Navigation List** are familiar; however, there are some that may need additional information. Use of many of the menu options may be determined by your Component business rules. The following list of menu options gives a general description and where each is located in the User Guide.

Menu Option/Form	Location in User Guide/Information
Appointment	Performed as a staffing function.
Award/One-Time Payment	Module 6, Pay, Benefits, and Entitlements Using the DCPDS.
Cancellation/Correction	Chapter 7, Module 4, Staffing Using the DCPDS.
DOD-911	Chapter 10, Module 4, Staffing Using the DCPDS.
DOD Correction Process-002	Chapter 7, Module 4, Staffing Using the DCPDS.
CAO/Transfer	Chapter 11, Module 4, Staffing Using the DCPDS.
Change Appointing Office	Chapter 11, Module 4, Staffing Using the DCPDS.
Transfer Interagency	Chapter 11, Module 4, Staffing Using the DCPDS.
Change Actions	Chapter 5, Module 4, Staffing Using the DCPDS. (Applies to Encumbered positions only.)
Change in Data Element	Performed in staffing.
Change in ART Status	Air Force unique.
Change in Duty Station	Module 2, Position Management and Classification Using the DCPDS.
Change in FEGLI	Module 6, Pay, Benefits, and Entitlements Using the DCPDS.
Change in Hours	Module 2, Position Management and Classification Using the DCPDS.

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## Module Overview, Continued

### Menu Options on the Navigation List (continued)

Menu Option/Form	Description/Action
Change in Retirement Plan	Module 6, Pay, Benefits, and Entitlements Using the DCPDS.
Change in SCD	Performed in staffing.
Change in Tenure	Performed in staffing.
Change in Veterans Preference	Performed in staffing.
Change in Work Schedule	Module 2, Position Management and Classification Using the DCPDS.
Change Position Number	Module 2, Position Management and Classification Using the DCPDS.
Name Change	Chapter 5, Module 4, Staffing Using the DCPDS.
Change Position Sensitivity	Module 2, Position Management and Classification Using the DCPDS.
Change Position Title	Chapter 5, Module 4, Staffing Using the DCPDS.
Details	Performed in staffing.
Conversion to Appointment	Performed in staffing.
Extension of NTE	Module 4, Staffing Using the DCPDS, Chapter 7.
Federal Position Change	Chapter 5, Module 4, Staffing Using the DCPDS.
Living Benefits	Module 6, Pay, Benefits, and Entitlements Using the DCPDS.
NonPay/NonDuty Status	Module 5, Workforce Relations Using the DCPDS.
Other Pay	Performed in staffing.
Realignment	Chapter 5, Module 4, Staffing Using the DCPDS.
Reassignment	Chapter 4, Module 4, Staffing Using the DCPDS.

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## Module Overview, Continued

### Menu Options on the Navigation List (continued)

Menu Option/Form	Description/Action
Long-Term Training	Army unique.
Recruit/Fill	Chapter 4, Module 4, Staffing Using the DCPDS.
Return to Duty	Performed in staffing.
RIF Exception	Performed in staffing.
Salary Change	Module 6, Pay, Benefits, and Entitlements Using the DCPDS.
Separation	Chapter 10, Module 4, Staffing Using the DCPDS
Foreign Language Prof Pay	Performed in staffing.
USUHS Salary Change	Navy unique.
Mass Actions	
Mass Realignment	Chapter 6, Module 4, Staffing Using the DCPDS.
Mass Appraisals	Chapter 2, Module 5, Workforce Relations Using the DCPDS.
Mass Awards	Chapter 3, Module 5, Workforce Relations Using the DCPDS.
Mass Salary	Chapter 6, Module 4, Staffing Using the DCPDS.



# NOA Families Used in Staffing

## Purpose

This section provides examples of the various Nature of Action (NOA) Families in staffing associated with the RPA on the **Navigation List**.



### Note: Prefixes to NOAs:

A = Army NAF  
 C = DOD Reconstruct-911  
 D = Demo Projects  
 L = China Lake Demo  
 N = Air Force NAF  
 P = Pseudo  
 T = Transfer

## Associated NOAs

Menu List	Associated NOAs
Appointment	

*Continued on next page*

## NOA Families Used in Staffing, Continued

### Associated NOAs (continued)

Menu List	Associated NOAs
<b>Appointment</b> (cont)	<p> C199 Interim Appt  N010 Appointment  N012 Appointment NTE _____  N015 Appointment - Public Law 101-508  N016 Reinstatement  N018 Appointment - Transfer of Function  N020 Appointment - Summer Aid NTE _____  N021 Transfer-In  N022 Appointment - Student Aid NTE _____  N024 Reemployment  P500 Conv to Career Appointment  P501 Conv to Career Cond Appointment  P507 Conv to Emergency Appointment  P508 Conv to Term Appointment NTE _____  P512 Conv to Temp Appt Pending Est Register  P515 Conv to Appointment NTE _____  P520 Conv to O/S Ltd Appointment  P522 Conv to O/S Ltd Appointment NTE _____  P524 Conv to Appointment Status Quo  P540 Conv to Reinstatement Career  P541 Conv to Reinstatement Career Cond  P542 Conv to SES Career Appointment  P543 Conv to Reinstatement SES Career  P546 Conv to SES Noncareer Appointment  P548 Conv to SES Ltd Term Appointment NTE _____  P549 Conv SES Ltd Emergency Appointment NTE _____  P570 Conv to Excepted Appointment  P571 Conv to Excepted Appointment NTE _____  P590 Conv to Provisional Appt NTE _____  P702 Promotion  P703 Promotion NTE _____  P713 Change to Lower Grade  P721 Reassignment  P740 Position Change  P790 Realignment  P792 Change in Duty Station  T130 Transfer  T145 Transfer SES Career  T147 Transfer SES Noncareer  T500 Conv to Career Appointment  T501 Conv to Career Cond Appointment  T507 Conv to Emergency Appointment  T508 Conv to Term Appointment NTE _____  T512 Conv to Temp Appt Pending Est Register  T515 Conv to Appointment NTE _____  T520 Conv to O/S Ltd Appointment  T522 Conv to O/S Ltd Appointment NTE _____  T524 Conv to Appointment Status Quo  T540 Conv to Reinstatement Career  T541 Conv to Reinstatement Career Cond  T542 Conv to SES Career Appointment  T543 Conv to Reinstatement SES Career  T546 Conv to SES Noncareer Appointment  T548 Conv to SES Ltd Term Appointment NTE _____  T549 Conv SES Ltd Emergency Appointment NTE _____  T570 Conv to Excepted Appointment  T571 Conv to Excepted Appointment NTE _____  T590 Conv to Provisional Appt NTE _____  T702 Promotion  T703 Promotion NTE _____  T713 Change to Lower Grade  T721 Reassignment  T740 Position Change  T790 Realignment  T792 Change in Duty Station  TR000 Change in Duty Element </p>

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## NOA Families Used in Staffing, Continued

### Associated NOAs (continued)

Menu List	Associated NOAs
<b>CAO/Transfer- Chg Appoint Office - Interagency</b>	<div> <div>500</div> <div> Conv to Career Appointment  P501 Conv to Career Cond Appointment  P507 Conv to Emergency Appointment  P508 Conv to Term Appointment NTE _____  P512 Conv to Temp Appt Pending Est Register  P515 Conv to Appointment NTE _____  P520 Conv to O/S Ltd Appointment  P522 Conv to O/S Ltd Appointment NTE _____  P524 Conv to Appointment Status Quo  P540 Conv to Reinstatement Career  P541 Conv to Reinstatement Career Cond  P542 Conv to SES Career Appointment  P543 Conv to Reinstatement SES Career  P546 Conv to SES Noncareer Appointment  P548 Conv to SES Ltd Term Appointment NTE _____  P549 Conv SES Ltd Emergency Appointment NTE _____  P570 Conv to Excepted Appointment  P571 Conv to Excepted Appointment NTE _____  P590 Conv to Provisional Appt NTE _____  P703 Promotion  P703 Promotion NTE _____  P713 Change to Lower Grade  P721 Reassignment  P740 Position Change  P790 Realignmēt  P792 Change in Duty Station  T130 Transfer  T145 Transfer SES Career  T147 Transfer SES Noncareer </div> </div>
<b>Conv to Appt</b>	<div> <div>500</div> <div> Conv to Career Appt  501 Conv to Career-Cond Appt  507 Conv to Emergency Appt  508 Conv to Term Appt NTE _____  512 Conv to Temp Appt-PER  515 Conv to Appt NTE _____  520 Conv to O/S Ltd Appt  522 Conv to O/S Ltd Appt NTE _____  524 Conv to Appt-Status Quo  540 Conv to Reins-Career  541 Conv to Reins-Career-Cond  542 Conv to SES Career Appt  543 Conv to Reins-SES Career  546 Conv to SES Noncareer Appt  548 Conv to SES Ltd Term Appt NTE _____  549 Conv to SES Ltd Emergency Appt NTE _____  550 Conv to CA Career-Cond Appt  551 Conv to CA Career Appt  553 Conv to CA Appt NTE _____  554 Conv to CA Term Appt NTE _____  555 Conv to CA Reappt  570 Conv to Exc Appt  571 Conv to Exc Appt NTE _____  590 Conv to Provisional Appt NTE _____  C280 Placement in Pay Status </div> </div>

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## NOA Families Used in Staffing, Continued

### Associated NOAs (continued)

Menu List	Associated NOAs
<b>Conv to Appt (cont)</b>	C292 RTD C293 Return to Pay Status C300 Retirement-Mandatory C301 Retirement-Disability C302 Retirement-Voluntary C303 Retirement-Special Option C304 Retirement-ILIA C312 Resignation-ILIA C317 Resignation C330 Removal C350 Death C351 Termination-Sponsor Relocating C352 Termination-Appt In _____ C353 Separation-US C355 Termination-Exp of Appt C356 Separation-RIF C357 Termination C385 Termination During Prob/Trial Period C390 Separation-Appt In _____ C430 Placement in Nonpay Status C450 Suspension NTE _____ C452 Suspension-Indefinite C460 LWOP NTE _____ C462 LWP NTE _____ C471 Furlough C472 Furlough NTE _____ C473 LWOP-US C480 Sabbatical NTE _____ C500 Conv to Career Appointment C501 Conv to Career-Cond Appointment C507 Conv to Emergency Appointment C508 Conv to Term Appointment NTE _____ C512 Conv to Temp Appt Pending Est Register C515 Conv to Appointment NTE _____ C520 Conv to O/S Ltd Appointment C522 Conv to O/S Ltd Appointment NTE _____ C524 Conv to Appointment Status Quo C540 Conv to Reinstatement Career C541 Conv to Reinstatement Career Cond C542 Conv to SES Career Appointment C543 Conv to Reinstatement SES Career C546 Conv to SES Noncareer Appointment C548 Conv to SES Ltd Term Appointment NTE _____ C549 Conv SES Ltd Emergency Appointment NTE _____ C550 Conv to CA Career-Cond Appt C551 Conv to CA Career Appt C553 Conv to CA Appt NTE _____ C554 Conv to CA Term Appt NTE _____

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# NOA Families Used in Staffing, Continued

## Associated NOAs (continued)

Menu List	Associated NOAs
<b>Conv to Appt (cont)</b>	<div> C555 Conv to CA Report  C570 Conv to Excepted Appointment  C571 Conv to Excepted Appointment NTE ____  C590 Conv to Provisional Appt NTE ____  C702 Promotion  C703 Promotion NTE ____  C713 Change to Lower Grade  C721 Reassignment  C740 Position Change  C741 Psn Chg NTE ____  C750 Continuance NTE ____  C755 Exception to RIF Release  C760 Ext of Appt NTE ____  C762 Ext of SES Limited Appt NTE ____  C765 Ext of Term Appt NTE ____  C769 Ext of Promotion NTE ____  C770 Ext of Psn Chg NTE ____  C772 Ext of Furlough NTE ____  C773 Ext of LWOP NTE ____  C780 Name Chg from ____  C781 Chg in Work Schedule  C782 Chg in Hours  C790 Realignment  C792 Change in Duty Station  C800 Change in Data Element  C803 Chg in Retirement Plan  C805 Elected Full Living Benefits  C806 Elected Partial Living Benefits  C810 Chg in Allowance/Differential  C815 Recruitment Bonus  C816 Relocation Bonus  C818 AUO  C819 Availability Pay  C825 Separation Incentive  C850 MD/DDS Special Pay  C855 Head Nurse Pay  C866 Termination of Grade Retention  C867 Interim WGI  C868 Termination of Interim WGI  C872 Time Off Award  C873 Foreign Language Award  C874 Gainsharing Award  C875 Suggestion Award  C876 Invention Award  C877 Special Act or Service Award  C878 SES Rank Award  C879 SES Performance Award  C880 Chg in Tenure Group  C881 Change FEGLI  C874 Gainsharing Award  C875 Suggestion Award  C876 Invention Award  C877 Special Act or Service Award  C878 SES Rank Award  C879 SES Performance Award  C880 Chg in Tenure Group  C881 Change FEGLI  C882 Chg in SCD  C883 Chg in Vet Pref  C885 Performance Award  C888 Denial of Within-grade Inc  C891 GM WGI  C892 Quality Inc  C893 Within-grade Inc  C894 Pay Adj  C895 Locality Payment  C899 Step Adj  C930 Detail NTE ____  C931 Detail - Extension NTE ____  C932 Termination of Detail  C934 Lump Sum Realignment Incentive  C946 Detail NTE ____  C947 Extension of Detail NTE ____  C948 Termination of Detail </div>

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## NOA Families Used in Staffing, Continued

### Associated NOAs (continued)

Menu List	Associated NOAs																																																														
<b>Award – One Time Payment</b>	<table border="1"> <thead> <tr> <th>Code</th><th>Nature of Action</th></tr> </thead> <tbody> <tr><td>0926</td><td>Foreign Language Proficiency Pay</td></tr> <tr><td>0927</td><td>Chg in Foreign Language Proficiency Pay</td></tr> <tr><td>0928</td><td>Termination Foreign Language Prof Pay</td></tr> <tr><td>0991</td><td>Air Force Demo Bonus</td></tr> <tr><td>7967</td><td>Recognition Bonus</td></tr> <tr><td>815</td><td>Recruitment Bonus</td></tr> <tr><td>816</td><td>Relocation Bonus</td></tr> <tr><td>825</td><td>Separation Incentive</td></tr> <tr><td>872</td><td>Time Off Award</td></tr> <tr><td>873</td><td>Foreign Language Award</td></tr> <tr><td>874</td><td>Gainsharing Award</td></tr> <tr><td>875</td><td>Suggestion Award</td></tr> <tr><td>876</td><td>Invention Award</td></tr> <tr><td>877</td><td>Special Act or Service Award</td></tr> <tr><td>878</td><td>SES Rank Award</td></tr> <tr><td>879</td><td>SES Performance Award</td></tr> <tr><td>885</td><td>Performance Award</td></tr> <tr><td>934</td><td>Lump Sum Realignment Incentive</td></tr> <tr><td>C815</td><td>Recruitment Bonus</td></tr> <tr><td>C816</td><td>Relocation Bonus</td></tr> <tr><td>C825</td><td>Separation Incentive</td></tr> <tr><td>C872</td><td>Time Off Award</td></tr> <tr><td>C873</td><td>Foreign Language Award</td></tr> <tr><td>C874</td><td>Gainsharing Award</td></tr> <tr><td>C875</td><td>Suggestion Award</td></tr> <tr><td>C876</td><td>Invention Award</td></tr> <tr><td>C877</td><td>Special Act or Service Award</td></tr> <tr><td>C878</td><td>SES Rank Award</td></tr> <tr><td>C879</td><td>SES Performance Award</td></tr> <tr><td>D891</td><td>Merit Increase</td></tr> </tbody> </table>	Code	Nature of Action	0926	Foreign Language Proficiency Pay	0927	Chg in Foreign Language Proficiency Pay	0928	Termination Foreign Language Prof Pay	0991	Air Force Demo Bonus	7967	Recognition Bonus	815	Recruitment Bonus	816	Relocation Bonus	825	Separation Incentive	872	Time Off Award	873	Foreign Language Award	874	Gainsharing Award	875	Suggestion Award	876	Invention Award	877	Special Act or Service Award	878	SES Rank Award	879	SES Performance Award	885	Performance Award	934	Lump Sum Realignment Incentive	C815	Recruitment Bonus	C816	Relocation Bonus	C825	Separation Incentive	C872	Time Off Award	C873	Foreign Language Award	C874	Gainsharing Award	C875	Suggestion Award	C876	Invention Award	C877	Special Act or Service Award	C878	SES Rank Award	C879	SES Performance Award	D891	Merit Increase
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## NOA Families Used in Staffing, Continued

### Associated NOAs (continued)

Menu List	Associated NOAs
<b>Extension of NTE</b>	<div> <div>0923</div> <div>Extension of Reassignment NTE _____</div> <div>1923</div> <div>Extension of Reassignment NTE _____</div> <div>1969</div> <div>Extension of Promotion in Rate NTE _____</div> <div>2923</div> <div>Extension of Reassignment NTE _____</div> <div>5944</div> <div>Extension of Reassignment NTE _____</div> <div>750</div> <div>Continuance NTE _____</div> <div>760</div> <div>Ext of Appt NTE _____</div> <div>762</div> <div>Ext of SES Limited Appt NTE _____</div> <div>765</div> <div>Ext of Term Appt NTE _____</div> <div>769</div> <div>Ext of Promotion NTE _____</div> <div>770</div> <div>Ext of Psn Chg NTE _____</div> <div>772</div> <div>Ext of Furlough NTE _____</div> <div>773</div> <div>Ext of LWOP NTE _____</div> <div>8923</div> <div>Extension of Reassignment NTE _____</div> <div>A057</div> <div>Ext of Temporary Reassignment NTE _____</div> <div>A087</div> <div>Ext of Appointment-Limited Tenure NTE _____</div> <div>A089</div> <div>Extension of Temp Promotion NTE _____</div> <div>A092</div> <div>Extension of Temporary Appt NTE _____</div> <div>A182</div> <div>Ext of Military Leave NTE _____</div> <div>A184</div> <div>Extension of Furlough NTE _____</div> <div>A881</div> <div>Extension of Retention Allowance NTE _____</div> <div>N087</div> <div>Extension of LWOP NTE _____</div> <div>N089</div> <div>Ext of Temporary Promotion NTE _____</div> <div>N090</div> <div>Ext of Temporary Reassignment NTE _____</div> <div>N092</div> <div>Ext of Temporary Appointment NTE _____</div> <div>N184</div> <div>Extension of Furlough NTE _____</div> </div>
<b>Long Term Training</b>	<div> <div>5978</div> <div>Assignment to Long-Term Training</div> <div>5979</div> <div>Completion of Long-Term Training</div> </div>
<b>NonPay/Non Duty Status</b>	<div> <div>430</div> <div>Placement in Nonpay Status</div> <div>450</div> <div>Suspension NTE _____</div> <div>452</div> <div>Suspension-Indefinite</div> <div>460</div> <div>LWOP NTE _____</div> <div>471</div> <div>Furlough</div> <div>472</div> <div>Furlough NTE _____</div> <div>473</div> <div>LWOP-US</div> <div>480</div> <div>Sabbatical NTE _____</div> <div>A084</div> <div>Furlough-NTE _____</div> <div>A085</div> <div>Furlough-Military NTE _____</div> <div>N078</div> <div>Suspension NTE _____</div> <div>N083</div> <div>LWOP NTE _____</div> <div>N084</div> <div>Furlough NTE _____</div> <div>N085</div> <div>Furlough-Military</div> <div>N086</div> <div>LWOP-Workers Compensation</div> <div>N098</div> <div>Nonpay Time Not Prev Recorded in CY</div> </div>
<b>Other Pay</b>	<div> <div>810</div> <div>Chg in Allowance/Differential</div> <div>818</div> <div>AUO</div> <div>819</div> <div>Availability Pay</div> </div>

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## NOA Families Used in Staffing, Continued

### Associated NOAs (continued)

Menu List	Associated NOAs																																																																																																						
<b>Salary Change</b>																																																																																																							
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